



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 03-2, Pay Periods 25 and 26 Processing Instructions

Date: October 21, 2003

To: Holders of the Time and Attendance Instructions Procedure
Agency Personnel Offices
T&A Contact Points

This bulletin reminds timekeepers of early submission requirements for Pay Period 25 and special processing instructions for Pay Periods 25 and 26. Time and Attendance Reports (T&As) for these pay periods require special recording instructions for employees in Leave Category 6. T&As for Pay Period 26 also require special preparation to ensure accurate recording of emergency military leave and nonpay status hours.

Pay Period 25

- Early submission of T&As for pay Period 25 is important because of the holiday season. T&As can be transmitted to the National Finance Center as early as Tuesday, December 23, 2003, but no later than Tuesday, December 30, 2003. It is important that someone be available as a T&A contact point on Wednesday, December 31, 2003, and Friday, January 2, 2004, to answer questions about T&A processing problems.
- Full-time employees in pay status who normally earn 6 hours of annual leave for each full pay period (Leave Category 6) will accrue 10 hours of annual leave for Pay Period 25, the last full pay period of Calendar Year 2003.
- Leave will not be accrued by full-time employees in Leave Category 6 who are in nonpay status for all of Pay Period 25 or who reach a multiple of 80 hours of nonpay leave in this pay period.

Pay Period 26

- Pay Period 26 is divided between the current and next calendar year. The preparation of a split T&A to record emergency military leave or nonpay status hours used in Pay Period 26 will ensure that these hours are charged to the appropriate year. If a split T&A is not prepared to record emergency military leave or nonpay status hours used in Pay Period 26, these hours will be charged to the new calendar year.

Please refer questions about T&A processing to the Payroll Operations Branch at **504-255-4630** . For questions about this bulletin, call **504-255-5322** or send an e-mail to nfc.pvct@usda.gov.



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